

**East Providence Housing Authority**  
**REGULAR MEETING**  
**September 16, 2014**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **4:12PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

**ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairman, John Faria, Commissioners Luci Stoddard, Valarie Lawson, Joan Shovelton, Antero Braga and Executive Director Theresa Correia

Upon opening the meeting, Director Correia informed the Board that Patricia Diffley had fallen ill and had to move out of her unit. This created a vacancy, of which would be filled at the City Council meeting this evening. Correia went on to say that Pat was doing fine, however no longer able to live on her own. Chairman Smith acknowledged her dedication and efforts and wished her well.

**RESIDENT & PUBLIC CONCERNS:**

NONE

**PRESENTATIONS**

FSS Certificates of Completion to Graduates

Jennifer Brightman, program coordinator, gave a brief description of how a participant reaches the graduation milestone. Jennifer then introduced the three graduates that were able to attend the meeting and presented them with Certificates from the EPHA. They each took the time to thank EPHA for the opportunity to participate in the program. All were congratulated by Director Correia and the board of commissioners and received a round of applause.

**APPROVAL OF MINUTES:**

Regular Meeting – 5/20/14: Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Lawson. All Commissioners voted aye.

Special Meeting – 7/15/14: Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Braga. All Commissioners voted aye.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- Correia reported that EPHA had chosen a vendor and made the transition to the new phone system. Out of the six vendors that provided estimates on comparable systems, Computer Telephone Inc was chosen for a total cost of equipment and install of \$7,542 and a warranty of 5 years parts and labor. Correia stated it was working quite well. She went on to say that it will be saving the EPHA approximately \$200 month on the phone bills, \$175 a month by no longer having to lease equipment, and reduce the answering service bill by 50%. The PHA has also been refunded over \$2000 in sales tax, that was charged in error by COX. These savings will reduce the overall cost of the phone system.
- Director Correia informed the board that of the 5 firms that had responded to the A & E "Request for Qualifications", Edward Rowse Architects was selected. They will begin the preliminary estimates to determine how much of the envelope restoration work at Harbor View Manor can be completed at this time, given the funds available.

A motion was made by Vice Chairman Faria to approve the Directors Report as read. That motion was seconded by Commissioner Diffley and passed unanimously

### **PUBLIC HOUSING VACANCY REPORT**

After a brief update by Correia in Ms. Pontus' absence, a motion by Commissioner Shovelton to accept the PH Vacancy report as presented. Seconded by Commissioner Braga. The motion carried.

### **HOUSING CHOICE VOUCHER REPORT**

Rose Ott informed the board that all applications from the opening of the list in October of 2013 had been entered into the system. A total of 4024 applicants are now waiting for an opportunity to receive a voucher from EPHA. In addition to the efforts of her department staff, she was fortunate to utilize part time summer students under a grant program through East Bay CAP to complete the data entry. Correia commended Rose and her staff for a job well done. A motion was made by Vice Chairman Faria to accept the report as presented. Seconded by Commissioner Lawson. The motion carried.

### **HOUSING CHOICE VOUCHER FSS REPORT**

NONE

### **PAID BILL REPORT**

#### **May 2014 - \$161,993.28**

Vice Chairman Faria moved approval of the May 2014 Paid Bill Report. That motion was seconded by Commissioner Braga and passed unanimously.

#### **June 2014 - \$74,858.69**

Commissioner Braga questioned the amounts paid to the landscaper and painter. Correia responded that landscaper was for spring cleanup of all buildings, labor and material, including mulch. The painting number is for work performed in conjunction with unit turnovers. Braga asked that a breakdown be provided at the next meeting. Correia stated that she would provide for all 4 months at the next regular meeting. Vice Chairman Faria moved approval of the June 2014 Paid Bill Report. That motion was seconded by Commissioner Lawson and passed unanimously.

#### **July 2014 - \$133,922.54**

Commissioner Stoddard moved approval of the July 2014 Paid Bill Report. That motion was seconded by Vice Chairman Faria and passed unanimously.

#### **August 2014 - \$155,430.42**

Vice Chairman Faria moved approval of the August 2014 Paid Bill Report. That motion was seconded by Commissioner Shovelton and passed unanimously.

### **REQUISITIONS**

#### **FY2013 P.I.L.O.T.: \$112,649.61**

After a brief description a motion was made by Commissioner Lawson to pay the FY 2013 PILOT. The motion was seconded by Commissioner Shovelton and passed unanimously.

## **RESOLUTIONS**

### **#503 – FY 2015 HCV Payment Standards**

After a brief explanation by Rose Ott, a motion was made by Vice Chairman Faria to accept the FY2015 Payment Standards. The motion was seconded by Commissioner Stoddard and passed unanimously.

## **APPROVALS**

### **FY2013 Accounts Receivable Write Offs: \$10,232.88**

After a brief explanation a motion was made by Commissioner Lawson to approve the FY2013 Write-Offs. The motion was seconded by Vice Chairman Faria and passed unanimously.

## **FYI**

Director Correia stated that the FY2013 Financial Statement had been approved by HUD and was part of the packet. Also distributed to the commissioners was information on PHADA Conferences, including the Rutgers University sponsored, Executive Director's certificate program, and upcoming conference schedule. A copy of FY2014 Safety and Security Grant recipients list was also provided.

## **Move to Executive Session**

At 4:40PM Chairman Smith asked for a motion to adjourn the regular meeting and move to executive session under RIGL Section 42-46-5(a)(2), to discuss the collective bargaining agreement. A motion was made by Vice Chairman Faria to move to executive session as allowed under RIGL Section 42-46-5(a)(2), to discuss the collective bargaining agreement. A second was made by Commissioner Stoddard. The motion carried.

## **Return to Open Session**

At 5:19PM a motion to return to the Regular meeting was made by Commissioner Braga, seconded by Commissioner Lawson. All Commissioners voted aye. Chairman Smith noted that no votes had been taken in executive session.

## **ADJOURNMENT**

At 5:20PM upon a motion by Commissioner Stoddard and a second by Vice Chairman Faria, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia